

WHAT ARE IARM'S TASKS?

THE TASKS IARM HAS UNDERTAKEN ARE PART OF A LARGER INITIATIVE TO IMPROVE OVERALL AMERICAN INDIAN TRUST ASSET MANAGEMENT AND INCLUDE THE FOLLOWING:

CLEAN UP THE PAST BY

- Improving records storage conditions
- Repairing damaged records
- Eliminating records disposition backlogs

IMPROVE THE PRESENT BY

- Preserving records of historical value and replacing those needed for current business with working copies
- Verifying the validity of all existing records schedules
- Researching retention requirements for trust records and consulting with interested parties
- Identifying BIA and OST vital records and developing vital records plans
- Inventorying all BIA and OST records and establishing a records lifecycle database

PLAN FOR THE FUTURE BY

- Making certain electronic records are being maintained according to Office of Management and Budget and National Archives and Records Administration requirements
- Developing innovative approaches in electronic record keeping
- Finding solutions for managing electronic transactions, electronic mail messages, and other electronic documents

IF YOU HAVE ANY QUESTIONS OR WANT MORE INFORMATION ON RECORDS MANAGEMENT ACTIVITIES, CONTACT THE INDIAN AFFAIRS RECORDS MANAGEMENT PROGRAM AT 505-346-7950 OR BY E-MAIL TO IARM@os.doi.gov

Office of the Special Trustee
for American Indians



Bureau of Indian Affairs

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AFFAIRS
RECORDS
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INDIAN AFFAIRS
RECORDS
MANAGEMENT

On the Record with
the Indian Affairs Records
Management
Program

**YOU WORK WITH THEM EVERYDAY.
THEY'RE ALL AROUND YOU.
AND, THEY'RE VERY, VERY VALUABLE.
WHAT ARE THEY? THEY'RE RECORDS.**

They're not just any records. They're trust records and they contain valuable information. The records you work with every day are unique in that they deal with three important resources—people, land, and money. They contain information vital to more than 300,000 individual Indians and over 350 Indian tribes across the country. These records are much more than words and numbers on paper. They document our Native American history. They represent ownership and security for today's Native peoples. And, they are the legacy for future Native American generations.

What do you do with these records? How do you maintain them? How do you preserve them? What do you do with them when you no longer need them to do your current work? Where do you go to for

assistance and guidance? These are routine records management questions that, until a short time ago, were difficult to answer.

Recently, the Department implemented a unique program to address the long-standing problems with Indian affairs records. It's called the Indian Affairs Records Management program and you and the records you work with are key elements of the program.

WHAT IS IARM?

The Indian Affairs Records Management (IARM) program is the Bureau of Indian Affairs' (BIA) and the Office of the Special Trustee for American Indians' (OST) records management program. The program was established by a directive signed by the Department's Assistant Secretary for Policy, Management and Budget in May 1999. The intent was to create a combined program to address the Bureau's complex record keeping requirements.

WHAT IS IARM'S FEDERAL RESPONSIBILITY?

IARM is responsible for, and has the authority to, establish and maintain an active and continuous records management program for BIA and OST. This authority is provided for under the Federal Records Act and the establishing directive endorsed by the Assistant Secretary-Indian Affairs and the Special Trustee.

HOW DOES IARM CARRY OUT THIS RESPONSIBILITY?

IARM carries out this responsibility by:

- Ensuring that there is adequate and proper documentation of BIA's and OST's organizations, functions, policies, and essential transactions to protect the legal and financial rights of the Government and of persons directly affected by the Government's activities, including trust beneficiaries
- Identifying OST and BIA record keeping requirements
- Conducting surveys or inspections of records and local records management programs and practices to ensure compliance.

WHY NOW?

The requirement for an active and continuous records program is not new. And, the fact that the records you work with every day are valuable and of interest to many people is not new. What is new, however, is the availability of the critical resources, both financial and human, that are needed to build and maintain a viable records program.

WHAT ARE IARM'S GOALS?

The IARM program has the following goals:

- Implement a unified records management solution for Department of the Interior trust records
- Create a uniform records management program for BIA and OST
- Develop a cohesive corps of trained records management professionals
- Provide essential training to all personnel in many venues and formats
- Include tribes, especially compacting and contracting

tribes, in adopting Federal records management requirements, procedures, and best practices, and

- Work with the Minerals Management Service, Bureau of Land Management, Office of Hearings and Appeals, and the U.S. Treasury Department to be certain Indian trust record keeping requirements are known and adhered to wherever trust activity is carried out.

WHO IS INVOLVED IN THE PROGRAM?

IARM is partnering with a number of organizations to carry out its established goals. The key partner, of course, is you—the employees who work with Indian affairs records every day. Other partners include the National Archives and Records Administration who is providing significant support and technical assistance through their Targeted Assistance Program; and commercial records management companies who are providing an assortment of support services. IARM is also

partnering with the various Department offices and bureaus that are involved in some manner with the management of Indian trust assets.

TOGETHER SUCCESS

Every successful program requires teamwork and dedication. IARM will provide you with the training, technical assistance, standards, and guidelines you need to properly create and manage your records. You will then apply these new record keeping practices on the job. The outcome will be an economical and efficient records management system that protects the legal and financial rights of those we serve—individual Indians and Indian tribes.